



CITY OF ATLANTA

Job Announcement

CLAIMS INVESTIGATOR

STARTING SALARY: \$39,847
SALARY GRADE: 19

Applications Accepted From: January 30, 2006 until February 10, 2006

Minimum Job Requirements*

Applicants for this position must have a Bachelor's degree in Business/Public Administration and three years of progressively responsible legal or risk management investigative experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for the job.

Duties of the Job:

This employee provides investigative legal services relative to liability claims for the City of Atlanta. Duties include, but are not limited to: Gathering information, evidence and other discovery data related to ongoing investigations; interviewing City employees, witnesses, medical professionals and other individuals in the investigations of claims; corresponding with individuals, insurance companies, attorneys, government agencies and other sources to elicit needed information and /or documents; performing on-site inspections; performing legal research; making recommendations for settlement or denial of claims and forwarding recommendation to City Attorney and City Council for approval; negotiating settlements with damaged parties; preparing investigative reports, resolutions and ordinances for use by the City Council and the courts in determining settlement or denial of liability claims against the City; preparing reports and statistics on monthly activity of the Claims Division.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30335-0306.

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.